
VACANCY ANNOUNCEMENT

Defense Nuclear Facilities Safety Board

Vacancy Announcement Number: 04-001

Opening Date: March 1, 2004
Closing Date: March 26, 2004

Position Title: DIRECTOR OF HUMAN RESOURCES
Pay Plan, Series, Grade: GS-0201-15

WHO CAN APPLY

- Status/Federal Civil Service Employees
- Former permanent Federal employees eligible for reinstatement
- Interagency Career Transition Assistance Plan (ICTAP) eligibles

ORGANIZATION AND PLACE OF WORK

The position is located in the Office of the General Manager, Division of Human Resources at the Defense Nuclear Facilities Safety Board (DNFSB). The DNFSB is a small independent executive branch agency; it is not part of the Department of Defense.

WORK SCHEDULE: Full-Time

NUMBER OF VACANCIES: One

SALARY RANGE*: \$98,023 - \$127,434

* Includes 13.43% locality-based adjustment for the Washington-Baltimore area

HOW MUCH TRAVEL IS REQUIRED: Occasional travel is required for recruitment activities

SUMMARY OF DUTIES

The incumbent serves as Director of Human Resources (Director) and is responsible for providing leadership, guidance, and full supervision to human resources practitioners that perform a wide variety of human resource services in the areas of staffing, recruitment, employee benefits, executive resources, performance management, employee relations, classification, employee development, and payroll administration. The Director provides advice, guidance, and staff assistance to senior management officials, supervisors, and employees on a variety of human resource matters, including EEO. The Director advises managers regarding regulatory requirements related to human resources functions and promotes acceptance of HR programs and management initiatives through meetings, written materials, and other means.

QUALIFICATIONS REQUIRED

All candidates must possess 52 weeks of specialized experience equivalent in difficulty and complexity to work performed at the GS-14 grade level. Specialized experience is experience that has equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position as described, and that is typically in or related to the work of the position to be filled.

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QUALITY RANKING FACTORS

Candidates who meet the qualification requirements will be evaluated against the following Quality Ranking Factors to determine the best qualified.

1. Experience and knowledge in three or more of the following human resources functions: recruitment, staffing, management-employee relations, performance management, payroll administration and position classification.
2. Experience with and knowledge of the Excepted Service.
3. Experience directing and supervising a subordinate staff involved in a variety of human resources functions (e.g., recruitment, staffing, position classification, management-employee relations, performance management, employee benefits, payroll administration).
4. Demonstrated knowledge of and experience applying the rules, regulations, and principles appropriate to three or more personnel management program areas in order to effectively develop, coordinate, and implement agency policy and procedures.
5. Demonstrated ability to effectively communicate orally and in writing with a wide variety of individuals, including senior management officials, at various echelons within and outside the organization (e.g., representing the agency on panels, councils or committees; briefing senior level officials).

HOW YOU WILL BE EVALUATED

Candidates with current civil service status or with reinstatement eligibility who meet the Qualifications Required will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the Quality Ranking Factors in accordance with the DNFSB Merit Assignment Plan.

All candidates will be evaluated by a panel of subject matter experts. If you do not address the Quality Ranking Factors to clearly describe the extent of your experience, you will lose consideration for this position.

ICTAP Eligibles. If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility for special selection priority, such as a SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well qualified criteria established for the position. A well-qualified displaced candidate will be referred before any other qualified candidates.

HOW TO APPLY FOR THIS JOB

Candidates **MUST** submit a resume, or other application format of your choice, such as the Optional Application for Federal Employment, OF-612, or the SF-171. Your application format must clearly identify: 1) The announcement number, title and grade of the job for which you are applying and 2) Information required in the OPM pamphlet "Applying for a Federal Job," which can be found at <http://www.opm.gov/forms/pdfimage/of0510.pdf>. In addition, your application must include:

- a. A separate sheet addressing the Quality Ranking Factors. Applicants are required to list each quality ranking factor separately and provide a narrative statement of how they satisfy the factor. Merit Promotion Vacancy Announcement # 04-001
- b. Your most recent performance appraisal. Federal employees are not eligible for merit promotion

unless they have at least a fully successful rating.

- c. A copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status and your grade and step. Your last promotion or within grade increase is best.

If you do not provide all of the information requested, you will lose consideration for this position. Materials submitted as part of your application will not be returned.

FILING APPLICATIONS

Applications must be received on or before March 26, 2004, the closing date of the vacancy announcement. Applications received after March 26, 2004 will not be accepted. FAX and e-mail applications will not be accepted.

WHERE TO SUBMIT YOUR APPLICATION

Send or bring your completed application to the attention of Veronica McCray (202-694-7023) at:

Defense Nuclear Facilities Safety Board
Division of Human Resources
Attn: Veronica McCray
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004

OTHER INFORMATION

For information about the DNFSB, visit our web site at www.dnfsb.gov

DNFSB provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Candidates must meet all eligibility requirements within two weeks of the closing date of the vacancy announcement.

Relocation expenses will not be paid.

Clearance. The selectee will occupy a Critical Sensitive position requiring a background investigation leading to the granting of a Top Secret security clearance. Applicants are required to obtain and maintain a Top Secret security clearance.

Prior to appointment, applicants are required to undergo screening for illegal drug use. After employment, individuals are subject to random drug testing.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation.

The DNFSB is an Equal Employment Opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

U.S. citizenship is required.